

## **ESF 7: Resource Management**

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## Section II: Emergency Support Functions

### 1.0 Introduction

#### Coordinating Agency:

- Lewis & Clark County Disaster & Emergency Services (LCCO DES)

#### Primary Agency:

- Lewis & Clark County Disaster & Emergency Services

#### Support Agencies:

- Chief Elected Officials
- Local Government Agencies
- City/County Health Department
- Department Heads
- Law Enforcement
- Local School Districts
- City & County Public Works Departments
- American Red Cross (ARC)
- Capitol City Amateur Radio Club (CCRC)/Amateur Radio Emergency Services (ARES)
- Local Volunteer Organizations (VOAD, NGOs, CBOs, FBOs, etc.)
- Montana Disaster & Emergency Services (MTDES)

### 1.1 Purpose

*Emergency Support Function (ESF) #7: Resource Management* was developed to assist local government requiring logistical and resource support prior to, during, and/or after an emergency or disaster.

### 1.2 Scope

Resource management involves the provision of services, personnel, commodities, and facilities to local government during the response and recovery phases of an emergency or disaster. This includes emergency relief supplies, office space procurement, office equipment, office supplies, telecommunications, security services, contracting services, transportation services, and personnel required to support emergency activities. ESF 7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource support may continue through the recovery phase or until the disposition of excess and surplus property, if any, is completed.

No guarantee of a perfect response system is expressed or implied by this ESF. Lewis & Clark County can only endeavor to make every reasonable effort to respond based on the situation, information and resources available at the time of the emergency or disaster.

### 1.3 ESF Activation & Plan Maintenance

ESF 7 may be activated independently or in conjunction with other ESFs, depending on the needs of the situation. The ESF 7 Coordinating and Primary Agencies will be responsible for review and revision of this annex.

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### 1.4 Policies

- ❖ Emergency Management should operate under existing authorities and regulations. When there has been a Declaration of emergency or disaster, the County and/or City Commissions may invoke temporary controls on local resources and establish priorities. These resources may include, but not be limited to, fuel, food, shelter and other resources necessary for human needs. Any controls established should be in coordination with other jurisdictions.
- ❖ County department heads should utilize their personnel to the maximum extent possible during emergencies or disasters, this may include re-assignments, such as staffing the Emergency Operations Center (EOC) and/or participating in other response and recovery activities.
- ❖ Employees may be required to work either overtime or "out of class" when responding to a disaster and should be compensated in accordance with existing rules and bargaining agreements. Requirements of the Fair Labor Standards Act should apply.
- ❖ When volunteers are used, initial coordination and supervision should be handled from the EOC or from a field incident command post (ICP).
- ❖ Each agency should establish emergency procurement procedures/guidelines to ensure that resources required during an emergency/disaster situation may be rapidly obtained. Local resources must be exhausted before State or Federal assistance is available through a Governor's or Presidential declaration.
- ❖ The requesting agency is responsible for the payment of requested resources. If funds are not available, purchases should be made in accordance with emergency purchasing policies.
- ❖ County departments should develop and maintain their Continuity of Operations Plan (COOP) with copies available to the EOC.

## 2.0 Situation & Assumptions

### 2.1 Situation

- ❖ Upon request ESF 7 provides the operational support needed to establish the response capacity of local government. Resource Management consists of local government departments providing assistance to each other as well as NGO and Private response efforts in the form of:
  - ♣ Emergency relief supplies.
  - ♣ Facility space.
  - ♣ Office equipment & supplies.
  - ♣ Telecommunications support.
  - ♣ Contracting assistance.
  - ♣ Transportation services.
  - ♣ Personnel required to support immediate response activities.

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- ◆ Support for requirements not specifically identified in other ESFs, including excess and surplus property
- ❖ Equipment and supplies are provided from current stocks, or, if necessary, from commercial sources using local availability. ESF 7 does not stockpile supplies.
- ❖ During response operations, acquisition of these resources should be supported by preexisting memorandums of understanding (MOUs), memorandums of agreement (MOAs), interagency agreements (IAAs), or through the execution of mission assignments between MTDES and other support agencies.

### 2.2 Assumptions

- ❖ Agencies support of the response to the emergency or disaster event will be severely impacted.
- ❖ Normal forms of communications may be severely interrupted during the early phases of an emergency or disaster.
- ❖ Transportation to affected areas may be cut off due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- ❖ If donated goods and services are provided, Emergency Management should be responsible for managing these as part of ESF 7. *Also see [SA 4: Volunteer & Donations Management](#).*
- ❖ The management and logistics of resource support is highly situational and is dependent upon flexibility and adaptability.
- ❖ Lewis & Clark County's support of the response to the emergency or disaster will be severely impacted. Local governments will expend resources under their own authorities, including implementation of mutual aid agreements. .

## 3.0 Concept of Operations

### 3.1 General

- ❖ This ESF will be implemented upon notification of a potential or actual major emergency or disaster. Implementation of this ESF should be the mechanism through which it provides support activity to all other ESFs.
- ❖ Actions undertaken by this ESF will likely be coordinated through the EOC.
- ❖ County DES should request that the County Commissioners proclaim a declaration of emergency when existing resources or budgeted capacities are nearing depletion, or when it is evident that the resource demands are greater than the existing capabilities.
- ❖ Normal supply procedures/guidelines of county government should be used whenever possible unless the severity of the disaster dictates additional supplies and equipment must be procured from outside sources.

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### 3.2 Notifications

- ❖ The DES Coordinator, acting as the Primary Agency representative, should notify support agencies of EOC activations and request that representatives report to the EOC to help coordinate ESF-7 activities. This is typically accomplished by radio broadcast, digital pager or telephone contact.
- ❖ As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist resource support activities. Depending on the nature and location of the emergency, state and federal representatives may also become critical members of the ESF-7 team.

### 3.3 Preparedness

- ❖ Develop plans, procedures/guidelines, and protocols for resource management in accordance with the National Incident Management System (NIMS), and include pre-positioning of resources to efficiently and effectively respond to an event.
- ❖ Establish plans and systems for resource identification, typing, and inventorying.
- ❖ Establish plans and systems for acquiring and ordering resources
- ❖ Establish plans and systems for mobilizing and allocating resources
- ❖ Establish plans and systems for resource recovery and reimbursement
- ❖ Establish plans and procedures/guidelines for coordinating with non-governmental and private sector organizations for obtaining resources
- ❖ Develop plans for the establishment of logistic staging areas (LSAs) for internal and external response personnel, equipment, and supplies
- ❖ Estimate logistical requirements (e.g. personnel, supplies and equipment, facilities, and communications) during the planning process and through exercise.
- ❖ Participate in exercises and training to validate this annex and supporting SOP/SOGs.
- ❖ Ensure all ESF-7 personnel are trained in their responsibilities according to the departmental SOP/SOGs.

### 3.4 Response

- ❖ Establish communication between EOC and Incident Management Team to determine resource needs to support incident response and operations.
- ❖ Identify existing internal, jurisdiction-specific resources available to support response and recovery operations.
- ❖ Make a determination regarding the need for additional external resources and the implementation of a critical resource logistics and distribution plan.
- ❖ Provide logistical support for the operation and requests of the IC/EOC.
- ❖ Coordinate distribution of stockpile assets.
- ❖ Coordinate the handling and transporting of affected persons requiring assistance.

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- ❖ Provide and coordinate the use of emergency power generation services at critical facilities.

### 3.5 Recovery

- ❖ Continue to render support when and where required as long as emergency conditions exist.
- ❖ Recover all deployed resources that are salvageable.
- ❖ Return resources to issuing location.
- ❖ Account for all resource use and expenditures.
- ❖ Use established regulations and policies to deal with resources that require special handling and disposition, such as biological waste, contaminated supplies, debris, and equipment.
- ❖ Prioritize the repair and restoration of infrastructure so that essential services may be given first priority.
- ❖ Ensure all agencies involved in the recovery effort will ensure that detailed cost accounting is done in the event of a declared disaster and there is a potential for federal and state assistance.
- ❖ Coordinate and conduct a post-disaster situation analysis to review and determine the effectiveness of the pre-established tasks, responsibilities, reporting procedures/guidelines and formats to document any crucial lessons-learned and to make revisions to plans as needed for future events.

### 3.6 Mitigation

- ❖ Develop internal [Continuation of Operations Plans \(COOP\)](#) to identify resource needs and to identify resources that can be provided to local agencies during response and recovery phases of an emergency or disaster event.
- ❖ A COOP plan for internal and external resources should include, but is not limited to, the following:
  - ♣ Identify essential personnel and staffing for internal and external support requirements.
  - ♣ Identify emergency supplies needed for personnel.
  - ♣ Identify essential records, equipment, and office supply needs.
  - ♣ Identify essential office space requirements.
  - ♣ Identify additional transportation requirements in support of an emergency or disaster.

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### 4.0 Organization & Responsibilities

#### 4.1 Organization

- ❖ ESF 7 Support will most likely be coordinated through the Emergency Operations Center (EOC). ESF 7 Agency Reps in the EOC will be organized under the ICS Logistics Section as either a stand-alone “Team” or as part of a functional Group depending upon the needs of the incident.

#### 4.2 Responsibilities

##### ESF Coordinator

- ❖ Works with support agencies to establish and review departmental roles and responsibilities for preparedness, and for providing resource support during the response and recovery phases of an emergency or disaster.
- ❖ Coordinate back-up plan for staffing the EOC in the event that designated staff are unavailable to respond due to event conditions.

##### Primary Agency

- ❖ Maintain and review ESF 7 and Mutual Aid agreements as needed.
- ❖ Implement public information and public education strategies that clearly define the resource support needs of local agencies, and how to support the program.
- ❖ Identify pre-positioned distribution points for resources and public assistance.
- ❖ Provide, direct, and coordinate ESF 7 logistical operations. Logistical operations include locating, procuring, issuing resources, and locating available space and facilities to support the EOC, county departments, incident management activities.
- ❖ Prioritize mission requirements in support of ESF 7, and potentially other ESFs, activated by an emergency or disaster.
- ❖ Provide communications links and hot lines for resource support and services, as requested.
- ❖ Coordinate, supervise, and manage the procurement, storage, and distribution of supplies and equipment in an emergency or disaster through the EOC.
- ❖ Coordinate and disseminate public information concerning resource availability through the PIO for distribution.
- ❖ Assist in identifying personnel and resources to support this Annex.
- ❖ Work with support agencies to keep this Annex up-to-date.

##### Support Agencies

##### **Lewis & Clark Public Health**

- ❖ Provide available personnel and equipment for emergency or disaster work in support of this ESF.

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- ❖ Conduct inspections of disaster relief food, medical and health issues to assure that they meet state health requirements.

### Law Enforcement

- ❖ Provide road closure and condition information.
- ❖ Provide alternate routing plans.

### Public Works/Engineers

- ❖ Provide information regarding road closures and accessibility to and from disaster.
- ❖ Provide transportation route evaluation and resources.

### American Red Cross

- ❖ Provide resource support services, personnel, equipment, technical support services, information, and advisory assistance to local agencies, as requested.

### Volunteer Organizations

- ❖ Request resources to local agencies to assist in the response and recovery phases of emergency or disaster operations.

### ALL

- ❖ Assist in identifying personnel and resources to support this Annex.
- ❖ Work with LCCO DES to keep this Annex up-to-date.

## 5.0 Authorities and References

### 5.1 Authorities

- ❖ See [Section 5.1](#) of Basic Plan.

### 5.2 References

- ❖ See [Section 5.2](#) of Basic Plan.
- ❖ **Lewis & Clark County EOP. May 2011.** ESF 7 –Resource Management.
- ❖ **National Response Framework.** January 2008. ESF 7 – Logistics Management & Resource Support.
- ❖ **Core Capabilities List. October 2015.**
- ❖ **Target Capabilities List.** September 2007. Critical Resource Logistics & Distribution.

## Section II: Emergency Support Functions

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### 6.0 Attachments

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## Section II: Emergency Support Functions

### Attachment 1: Acronyms

Acronym	Meaning
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
CBO	Community Based Organization
CCRC	Capitol City Radio Club
CIKR	Critical Infrastructure & Key Resources
COOP/COG	Continuity of Operations/Government
DES	Disaster And Emergency Services
DESC	DES Coordinator
DPHHS	Department of Public Health & Human Services
EAS	Emergency Alert System
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBO	Faith Based Organization
FEMA	Federal Emergency Management Agency
IAA	Inter-Agency Agreement
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMT	Incident Management Team
JIC	Joint Information Center
LCCO	Lewis & Clark County
LEPC	Local Emergency Planning Committee
LSA	Logistics Staging Area
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MTDES	Montana Disaster & Emergency Services
NGO	Non Governmental Organization
PIO	Public Information Officer
SECC	State Emergency Coordination Center (MTDES)
SOG	Standard Operating Guideline
SOP	Standard Operating Procedure
VOAD	Voluntary Organizations Active in Disaster

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### Attachment 2: Definitions

**None Identified**